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MEMORANDUM FOR: Director, National Foreign Assessment Center
 Acting Deputy Director for Administration
 Deputy Director for Operations
 Deputy Director for Science and Technology
 Chairman, E Career Service

FROM : Director of Personnel Policy, Planning,
 and Management

SUBJECT : Federal Civilian Hiring Freeze


REFERENCE : OMB Bulletin No. 81-6, dated January 24, 1981;
 Same Subject

1. Referent Bulletin directed Executive Branch departments and establishments to stop immediately all hiring, with the exception of those specific exemptions listed in paragraph 6 of the Bulletin. Unfortunately, the instructions and guidance provided therein do not address a wide variety of situations which involve the Agency's use of individuals under personal services contract.

2. We have subsequently received additional guidance which indicates that agencies cannot reemploy annuitants who recently retired unless a written commitment was made before November 5, 1980. This additional guidance provides that if a commitment was made after November 5, and the individual entered on duty prior to 26 January 1981, that new hire is allowed to stand. Commitments made after November 5, 1980 to individuals who have not entered on duty must be cancelled. The appointment of experts and consultants and the employment of temporary and part-time employees are also subject to the freeze.

3. Obviously there remain a number of questions regarding the extent to which the Agency may make commitments leading not only to the establishment of contract employee relationships but also to the establishment of one-time and longer-term independent contractor relationships as well. Until further guidance is obtained, the Agency's use of its contracting authority must of necessity be extremely circumspect.

4. Accordingly, it is imperative that effective immediately no commitments, written or oral, be made to individuals concerning their use by the Agency unless such commitments have first been cleared by the Director of Personnel Policy, Planning, and Management. Please convey this requirement to elements under your jurisdiction and advise that it is to remain in effect until further notice.



Harry E. Fitzwater

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